DOCUMENT RESUME

ED 180 477 IR 007 951

AUTHOR Clay, Katherine: Long, Susan
TITLE SMERC Linking Agent's Handbook: Personnel, Resources, Services, Publications, Policies and More.... Revised.
INSTITUTION San Mateo County Superintendent of Schools, Redwood City, Calif. Educational Resources Center.
PUB DATE Aug 79
NOTE 42p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Clearinghouses: *Data Bases: Guides: *Information Networks: *Information Services: Information Systems: On Line Systems: *Resource Centers: Search Strategies
IDENTIFIERS California

ABSTRACT

This compilation of miscellaneous information about the San Mateo Educational Resources Center (SMERC) was designed as a reference tool for SMERC linking agents, i.e., SMERC-trained personnel responsible for explaining their center's information services to subscribing agencies. It contains SMERC subscription information: listings of resources and files: descriptions of the types of searches performed by SMERC as well as policies, charges, and publications; guidelines for the submission of documents; a directory of ERIC clearinghouses and related units: a glossary: a list of available microfiche readers and printers including vendors; sample ERIC and SMERC forms: and a schedule for estimating the number of microfiche needed for various document lengths. (FM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

SMERC LINKING AGENT'S HANDBOOK

ED180477

- Personnel
- Resources
- Services
- Publications
- Policies

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Susan Long
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

and more.....

IR007351

Revised 8/79

SMERC Linking Agent Handbook
San Mateo County Superintendent of Schools, Redwood City, Calif.,
Educational Resources Center
Clay, Katherine; Long, Susan*
Pub Date Aug 79

ABSTRACT

Since 1969, SMERC (San Mateo Educational Resources Center) has served as a one-stop educational information center for educators in subscribing agencies. One key to the success of the SMERC network is the linking agent system. In each subscribing agency there is at least one linking agent trained at SMERC who is responsible for explaining SMERC services to their clients and for acting as a "link" between the client agency and SMERC. This handbook was designed as a reference tool for SMERC linking agents, and is a compilation of miscellaneous information about SMERC personnel, resources, services, publications, forms, and policies.

*With special thanks to the SMERC staff who developed much of the material herein.

SAN MATEO COUNTY BOARD OF EDUCATION

Harold E. Purpus, President
Jose E. Bernal
J. Paul Bradley
Mrs. Florence M. Cadigan
Granville DeMerritt
Mrs. Ercel M. Kern
Mrs. Carol A. Slavick
William K. Jennings, Executive
Officer and Secretary

Frank W. Mattas, Administrative Director, SMERC

A HANDBOOK FOR LINKING AGENTS

This handbook is a compilation of miscellaneous information about SMERC--its people, its policies and resources, its publications, and jargon. It is designed as a reference which will help you in dealing with your clients--and in dealing with SMERC.

Page No.

I. How to Subscribe to SMERC 1

II. SMERC Resources 2

III. SMERC Data Files (Chart). 4

IV. Types of Searches
- A. Description 5
- B. Chart 6

V. Policies & Charges
- A. For Subscribing Agencies 7
- B. For Non-Subscribers 8

VI. SMERC Publications
- A. Description 10
- B. Distribution 11
- C. Slide/Tape Show 12

VII. Submitting Documents to SMERC 13

VIII. Copyright Release Form 15

IX. ERIC Clearinghouses 16

X. Glossary 21

XI. Microfiche Readers and Reader/Printers 26

XII. ERIC Tools (Ordering Information)
- A. Thesaurus 27
- B. Resources in Education 27
- C. Current Index to Journals in Education 27

XIII. EDRS (ERIC Document Reproduction Service) - Ordering Documents From ERIC 28

XIV. SMERC Forms 30
- A. SMERC Search Form 31
- B. Ordering Documents From a Computer Printout 32
- C. Sample ERIC Abstracts 33
- D. Transmittal Letter 35
- E. Recordkeeping 36
- F. Rejection of Search Request 37

XV. Schedule for Estimating Number of Microfiche per Title 38

HOW TO SUBSCRIBE TO SMERC

To obtain details on contracting with SMERC for services to educators in your agency, contact:

Frank Mattas, Administrative Director
San Mateo Educational Resources Center (SMERC)
333 Main Street
Redwood City, CA 94063
Telephone: (415) 364-5600 ext. 4404

Each contract is individually negotiated to meet the needs of educators in the contracting agency. Services available include: indepth search packages, computer printouts, publications, linking agent training seminars, and presentations on SMERC services.

4 - A

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

ERIC is a national educational information system which acquires, selects, abstracts, indexes, stores, retrieves, and disseminates educational materials. ERIC's central facility is in Washington, D.C. Sixteen clearinghouses, each specializing in at least one aspect of education, are located throughout the United States. (Descriptions of the clearinghouses and their addresses appear elsewhere in this handbook.) ERIC documents and journal citations include materials of a theoretical nature, as well as resources for the practitioner. The data base emphasizes the educational process more than educational content. Therefore, information is located easily on topics such as programs for disruptive children, individualization of inservice education or teacher evaluation. It is more difficult to locate information giving biographical information about an historical character such as George Washington, or the chronology of an event such as the French Revolution.

The abstracts of educational materials selected for the ERIC collection appear monthly in two ERIC catalogs, RIE and CIJE.

RESOURCES IN EDUCATION (RIE)

RIE is prepared monthly by ERIC and is published by the U.S. Government Printing Office. (The address and ordering information appears elsewhere in this handbook.) The catalogs contain subject, author and institution indexes as well as document resumes. The subject index is based on the educational terminology accepted by ERIC and is listed in the Thesaurus of ERIC Descriptors. RIE documents are available in microfiche format from SMERC. Identifying numbers include the ED prefix.

CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE)

CIJE, also prepared monthly but published by Oryx Press, is designed to provide coverage of the vast amount of literature published in educational journals. ERIC has identified approximately 800 publications representing periodical literature for the field of education. The journal article citations contain bibliographic data and a 50 word annotation. Like RIE documents, the CIJE articles are assigned index terms from the Thesaurus. The articles cited are usually available from SMERC in photocopy format. Identifying numbers include the EJ prefix.

FUGITIVE MATERIALS

To supplement the ERIC resources, SMERC has created several "fugitive" resource collections--that is, materials of interest to educators, but which are not found in any other known collection.

FUGITIVE INFORMATION DATA ORGANIZER (FIDO):

FIDO is the original SMERC in-house collection of fugitive materials, and now contains nearly 7,000 documents. The FIDO collection focuses on materials designed for the practitioner in both the classroom and

administration. Curriculum materials from states other than California, individualized instruction packages, and classroom activities for use by teachers are a part of FIDO. SMERC's older fugitive materials were divided into "types": UNIPACS, which are individualized instructional packages which include a single concept, instructional objectives, pre- and posttest, and diversified learning strategies; LEARNING CENTERS, which consist of an individualized instructional activity, without objectives, designed to develop or to reinforce one specific concept or skill; CAREER EDUCATION MATERIALS, which were collected by the California State Department of Education and converted to microfiche by SMERC. Originally, documents in these separate collections carried their own unique letter prefixes, but since 1973 they have been merged with the FIDO (ID) documents, and all are searched as a separate computer file on Lockheed's DIALOG.

CALIFORNIA CURRICULUM GUIDES

The California Curriculum Guides collection is designed to provide statewide awareness of the curriculum materials produced by school districts in California. SMERC indexes and abstracts these materials using the ERIC format. They are identified by the CM prefix, are available in microfiche format, and are computer retrievable along with FIDO documents. An annual CM Catalog is produced at SMERC and distributed to subscribing agencies. (NOTE: Curriculum materials from outside of California are found in FIDO.)

PROFESSIONAL LIBRARY

The San Mateo County Office of Education Library houses a solid collection of professional books and a basic reference collection for the field of education, plus most of the journals cited in Education Index and CIJE. Though circulated to San Mateo County educators only, these materials are often used by SMERC researchers as reference material for other subscribing agencies.

EDUCATION INDEX

Education Index cites periodical literature for the field of education, much of which is also cited in ERIC's CIJE. But Education Index is not bound by the ERIC Thesaurus' controlled vocabulary and gives SMERC researchers additional entry points to the literature. Education Index is frequently used at SMERC when searching for information not easily located by computer.

SPECIAL COLLECTIONS

MASSACHUSETTS GUIDES are identified by the MG prefix. The collection contains approximately 100 curriculum guides and teaching units for grades K-12.

MINNESOTA documents carry the MN prefix and the collection contains two types of information: statistical data from education service units and school districts within Minnesota, and locally produced curriculum materials for grades K-12.

SMERC DATA FILES

NAME	Letter Code	Format	Scope or Content	Originator	Computer-ized?	Size	Current
ERIC/RIE (Educational Resources Information Center)	ED	MF	Research, reports, curriculum, etc., on all aspects of education	NIE (Nat'l Institute of Education	Yes	180,000	Yes
ERIC/CIJE (Current Index to Journals in Education)	EJ	Photocopy	Indexes over 800 educational journals, mainly from the United States	NIE (Nat'l Institute of Education	Yes	190,000	Yes
FIDO (Fugitive Information Data Organizer)	ID	MF	Documents of interest to educators. Now includes UNIPACS (UN), Learning Centers (SC), Career Education (CE) documents, and curriculum materials (CM) from states other than Calif.	SMERC	Yes	6,000	Yes
Curriculum Materials	CM	MF	Curriculum guides, lesson plans, syllabi, handbooks, etc. developed by California schools	SMERC, as State Curriculum Depository	Yes	1,400	Yes
Education Index	none	Photocopy	Index to over 200 educational journals. (Some overlap with CIJE--see above.)	H.W.Wilson	No	unknown	Yes
San Mateo County Curriculum Library	none	Books: Loaned to County school personnel	Current library collection on education and teaching. Sample curriculum and texts.	S.M.County	No	25,000 volumes 1000 journal subscriptions	Yes

TYPES OF SEARCHES

DOCUMENT ORDERS/QUICK IDENTIFICATION

If your clients have access to SMERC newsletters, SMERC resource guides, or ERIC catalogs, they may want to locate their own materials and to phone you with the identification numbers of the documents they need. The turnaround time for document orders is 24 hours plus mailing time.

COMPUTER PRINTOUT ONLY

A computer printout of ERIC, FIDO, and Curriculum Materials citations is also available for clients who wish to have an overview of an educational topic or who want to analyze the computer search results themselves and select their own documents. The turnaround time is 10 days plus mailing time.

INDEPTH SEARCH REQUESTS

If your client requires a literature search on a given topic and wants the search prepared, conducted, analyzed and reproduced by SMERC, the indepth search package is best. The turnaround time is two weeks plus mailing time. During our peak periods (October/November and February/March) an extra week is sometimes necessary for processing each request.

SM ERC

SAN MATEO
EDUCATION RESOURCES CENTER

INITIATING A REQUEST:	TYPE:	FREE:	TIME:	EDUCATIONAL MICROFICHE, JOURNALS, PRINTOUTS:	RESPONSE PACKAGE:
PHONE or WRITE or VISIT YOUR LINKING AGENT	**QUICK IDENTIFICATION** CLIENT HAS SELECTED DOCUMENT NUMBERS FROM SMERC RECOGNIZED CATALOGS + INDEXES + REQUESTS DOCUMENTS BY CALL NUMBER.	10 MICROFICHE 20 PHOTOCOPIED PAGES	24 HOURS	RESOURCES: ERIC EDUCATION RESOURCES INFORMATION CENTER — ED CALL NUMBERS WITH NO (2) RESTRICTIONS ON MICROFICHE FORMAT; EJ CALL NUMBERS INDEXES: RIE RESOURCES IN EDUCATION; CUE CURRENT INDEX TO JOURNALS IN EDUCATION SMERC SPECIAL COLLECTIONS FIDO POSITIVE INFORMATION DATA ORGANIZER CM CURRICULUM MATERIALS UN UNIPAC COLLECTION (IN-ADULT) SC SANTA CLARA LEARNING CENTER (ELEMENTARY) RESOURCE GUIDES, NEWSNOTES	MICROFICHE AND/OR PHOTOCOPY
	COMPUTER PRINTOUT DOCUMENT CITATIONS IN A GIVEN SUBJECT AREA AS DISCUSSED WITH AND DEFINED BY LINKING AGENT	50 CITATIONS	10 DAYS	INFORMATION RETRIEVAL: COMPUTER PRINTOUT = AND/OR MANUAL SEARCHING	PRINTOUT
	IN-DEPTH SEARCH SEARCH WILL BE PREPARED, CONDUCTED AND INFORMATION ANALYZED AND REPRODUCED BY THE SMERC STAFF	NO CHARGE	2 WEEKS	ANALYZING THE INFORMATION	MICROFICHE AND/OR PRINTOUT AND/OR PHOTOCOPIED ARTICLE(S)

POLICIES AND CHARGES

FOR SUBSCRIBING AGENCIES*

1. 10 free microfiche cards with each client-initiated request. Each additional microfiche card is 50¢.

2. 20 free pages of photocopy with each client-initiated request. Each additional page is 15¢.

3. SMERC Publications:

FIDO Catalog (paper copy)	$ 2.00
Resource Guides (paper copy)**	3.50
Complete Collections (in microfiche)	
Competency Based Education Resource Guide	100.00
Career Education Resource Guide	200.00
Learning Centers	350.00
UNIPACS	1400.00
Education For All Handicapped Children Resource Guide	175.00
1974 Curriculum Guide Catalog	760.00
1975 " " "	585.00
1976 " " "	365.00
1977 " " "	590.00
1978 " " " (Calif. material)	330.00
(Other States)	125.00
Resource Catalog for Proficiency Assessment	100.00

* Unless specified otherwise in contract.

** Resource guides will be sent in paper copy as long as supply lasts; when supply is depleted, microfiche copies are available

san mateo
educational resources center
SM ERC
san mateo county office of education

POLICIES AND CHARGES FOR SMERC NON-SUBSCRIBERS
1979-1980

COMPLETE PACKAGE SEARCH

Contained within a complete package search are: 1) a computer printout of ERIC (and SMERC) citations; 2) selected microfiche and/or photocopy relevant to the client's request.

Clients will be charged for researcher time; computer time; citations printed; materials selected for inclusion; and handling and postage. (See estimated costs on reverse.)

$50.00 per complete package search must be received by SMERC before mailing to or pickup by client. NO REFUNDS ARE AVAILABLE. Charges in excess of prepayment will be billed.

COMPUTER PRINTOUT ONLY

At the request of the client, a computer search only of the ERIC and SMERC files is available. The printout will be returned to the client and no microfiche documents or journal articles will be included.

Clients will be charged for researcher time; computer time; citations printed; and handling and postage. (See estimated costs on reverse.)

$30.00 per computer search must be received by SMERC before mailing to or pickup by client. NO REFUNDS ARE AVAILABLE. Charges in excess of prepayment will be billed.

DOCUMENT DELIVERY

ERIC and SMERC documents are available in microfiche format; journal articles are available in photocopy.

Purchase order, check/money order must accompany all document orders. (See costs on reverse.)

333 MAIN STREET · REDWOOD CITY, CA 94063 · (415) 364-5600

CHARGES FOR MATERIALS AND TIME

MICROFICHE:	$.75/card (Note: One title may have more than one microfiche card.)
PHOTOCOPY:	$.20/journal page
HARDCOPY:	None provided
COMPUTER TIME:	$30.00/hour, prorated (minimum 20 minutes)
CITATIONS PRINTED:	$.15/citation with abstract or annotation
RESEARCHER TIME:	$15/hour Minimum, 3 hours, complete package search Minimum, 2 hours, computer printout only
HANDLING & POSTAGE:	$5.00/computer printout or complete package search * $2.00/document order (*Large orders may be subject to additional postage charges.)

EXAMPLES OF ESTIMATED COSTS BY TYPE OF REQUEST

COMPLETE PACKAGE SEARCH	Researcher time (3 hours)	$45.00
	Computer time (minimum, 20 min.)	10.00
	Citations (approx. 50)	7.50
	Handling & Postage	5.00
	Materials (approx. 10mf, 20pc)	11.50
	TOTAL.....	$79.00
COMPUTER SEARCH ONLY	Researcher time (2 hours)	$30.00
	Computer time (minimum, 20 min.)	10.00
	Citations (approx. 50)	7.50
	Handling & Postage	5.00
	TOTAL.....	$52.50
DOCUMENT ORDERS	Microfiche	$ .75/card
	Photocopy	.20/page
	* Handling & Postage	2.00
	(*Large orders may be subject to additional postage charges.)	

BILLING: Clients will be billed for search costs in excess of the prepayment.

Non-ERIC FILES: Clients may request computer searches of files other than SMERC in-house collections and ERIC. Charges for searching these files vary; they will be discussed at the time of the request. Minimum researcher time for searching non-ERIC files is 2 hours.

TURNAROUND TIME: To be negotiated at the time of the request.

SMERC PUBLICATIONS

SMERC pursues an active publications program to provide its clients with permanent references on new topics in education. It is our hope that our publications will be regularly read by our clients and that, while they will answer some questions, they will stimulate others in the form of new search requests.

All publications are originated, written, and designed by the SMERC research staff, although we encourage your input as to topics you wish to have covered. Our publications fall into three major categories: Curriculum Materials, Resource Guides, and News Notes.

CURRICULUM MATERIALS CATALOGS

Curriculum Materials Catalogs: SMERC has been designated as the State Curriculum Depository for all curriculum materials developed by school districts and county school systems in California. SMERC receives these materials from the producing agencies, microfilms them and creates an annual subject-indexed catalog. While it contains little or no research information, the "CM" catalog is an excellent source of practical school information: course descriptions, subject area continuums, and administrative handbooks and models. Document numbers are prefaced with "CM" and are available in microfiche format.

RESOURCE GUIDES

Several resource guides are published each year by SMERC, each on a topic of current concern. Each guide contains an overview of SMERC's resources on that topic. First published and distributed to clients in paper copy, resource guides are then microfiched to be permanently available. The following is a list of resource guides currently available (mostly in microfiche format). Since Resource Guides go rapidly out of date, only those Guides published since 1974 are included here.

TOPIC	DATE	ID NUMBER
Mainstreaming	February 1975	4775
Career Education Catalog (California State Dept. of Education)	January 1975	4715
Bilingual Education and ESL	November 1975	4899
Learning Centers	January 1976	5032
Learning Disabilities	November 1976	5268
Declining Test Scores	January 1977	5174
Small Schools	March 1977	5353
Competency Based Education	May 1977	5413
PL 94-142, Education for All Handicapped Children	December 1977	5854
Quality Education	April 1978	5913

NEWS NOTES

Several times each year SMERC publishes newsletters containing short articles and lists of new or interesting documents on a wide variety of topics. News Notes also alert you to SMERC's new publications and resources.

DISTRIBUTION OF REGULAR PUBLICATIONS

At the time of publication, SMERC sends a prearranged quantity of paper copies to the main office of each contract agency--enough so that each school in that area will receive two copies of the publication. (Be sure to notify SMERC if there is a change in the number of your contract schools.) Actual distribution to the schools is the responsibility of the linking agent in that contract.

Since the number of copies printed each time is predicated on current (and some future) contract needs, once the original printing is distributed, we cannot guarantee that additional paper copies will be available to you. Additional copies of the Resource Guides are always available in microfiche format, but our News Notes are not filmed for microfiche reproduction, and when they are gone, folks, they are gone. Feel free to ask.

OTHER SMERC PUBLICATIONS

SPECIAL CATALOGS AND/OR RESOURCE GUIDES

If you would like to have a resource guide on a topic of special concern to your agency, please let us know. If it is a topic of broad interest, we may publish it as a regular resource guide. We will also compile special collections and catalogs for your contract alone, if you wish. This is a special, long-range service which should be negotiated well in advance (perhaps as part of the yearly contract) with SMERC's Administrative Director, Frank Mattas.

BROCHURE

The SMERC brochure is specially designed to introduce new users to our services. We will be happy to send a quantity of these brochures to you for distribution to your schools, or at seminars and conferences.

LINKING LOGS

This is an informal newsletter published each year in September/November/January/March and is designed to keep linking agents abreast of things going on at the SMERC office: upcoming publications, upcoming workshops and training sessions, personnel changes, and is a general supplement to regular linking agent/research analyst communications. We also hope that it will serve as an idea exchange between linking agents in the various contracts, a place where problems and successful practices in SMERC field work may be shared and discussed. We encourage linking agents to submit ideas to Linking Logs.

SMERC SLIDE/TAPE SHOW

In September of 1977 we produced two slide/tape shows which described SMERC services and resources. One was geared toward teachers, and a slightly longer one was geared toward administrators. At that time they were offered for sale to interested parties, and there were loaner copies for those who simply wanted to borrow one for a short time.

These two shows were modified and updated in July, 1979, though they were not changed substantively. The new shows were then offered for sale to subscribing agencies for $75.00 each and are also available for loan. If you are interested in buying or borrowing, please contact Kathy Clay at SMERC.

SUBMITTING DOCUMENTS TO SMERC

SMERC wants and needs locally developed materials for its data banks for it is one way for us to know more about the needs and concerns of our clients, and it gives us new ideas to share with others. (Someone in southern California, for example, may be tearing his hair out next month trying to solve a problem that one of your districts tackled years ago. He would appreciate your help, and through SMERC, you can give it very easily.)

Sometimes, in our News Notes or in transmittal letters sent with searches, we will request information on a certain topic. Also, by examining our curriculum materials catalogs and the FIDO materials in your printouts, you will see the types of information we gather. But don't let this limit you. Please be active in soliciting materials from your local schools and feel free to send us any material that you think is worth sharing with other educators: Documentation of a successful local project, a research study done by the district office, an unusual elective course, a master's thesis--whatever. We will carefully evaluate all that is sent in, if you will please follow the guidelines set out below:

(NOTE: You do not have to separately submit for FIDO anything that will come to us through other channels as part of our State Curriculum Depository program. The latter materials become CM documents. On Dialog, CM and FIDO documents will be merged as a single file to search, so we no longer need to have duplications in the two collections.)

GUIDELINES:

FORMAT: Please send in a clean, sharp, original copy. Mimeo, pale xerox copy, dark paper, newspaper print, pencil drawing, and handwriting are not legible in microfiche. 8½ x 11 paper is preferred, because pages larger than that require two microfiche frames to film--and are difficult to read.

AUTHOR RELEASE: Have the author of the document sign a release for the material to come to SMERC. If there is no individual author, you should request a signature from someone who "controls" it, such as the head of the curriculum committee or the district superintendent. You may use copies of the sample release on the following page, or you may make up your own if you choose. Please have the release stapled to the front cover of the document when you send it to SMERC.

SEND A "DISPOSABLE" COPY: We would prefer to keep the copy you send for our files (in case the microfiche is lost), but we will return the copy if necessary. Please be sure to tell us, when you submit a document, if and to whom the copy should be returned.

SUBMISSION TO SMERC: Mail the document to the attention of your research analyst.

SMERC's RESPONSE: Once we have received the document, we will evaluate it for inclusion in FIDO.* If we decide to accession it, within a few days you

*Our other special collections, Unipacs, Learning Centers, etc. are "closed" so every new document we receive, regardless of format, will become a FIDO unless designated for the Curriculum Materials Catalog or for a special catalog you negotiate with SMERC.

will receive a note for the authors, thanking them for the contribution and giving the document's order number. If the document itself is to be returned to the authors, this will be done later, when the microfiche filming and indexing is complete. (See timelines.)

TIMELINES: It takes about one month from the time a document is submitted until it is available for ordering as an "ID" microfiche. We can do a "rush" job for one or two special documents, but the time will never be less than a week and a half. Winter is the busy time at SMERC, so things will go smoother and faster if you submit documents in late spring or during the summer, especially if you are sending a large batch.

SUBMITTING DOCUMENTS TO SMERC

333 Main Street
Redwood City, CA 94063
(415) 364-5600 x 4403

PLEASE PHOTOCOPY, COMPLETE, AND ATTACH SECTIONS 2 and 3 OF THIS FORM TO ANY DOCUMENT YOU WISH INCLUDED IN THE SMERC COLLECTION OF FUGITIVE DOCUMENTS. Thank you.

GUIDELINES

SECTION 1

Format: Please send in a clean, sharp, original copy. Mimeo, pale xerox copy, dark paper, newspaper print, pencil drawing, and handwriting are not legible in microfiche. 8½ x 11 paper is preferred, but not essential.

Author Release: (See Section 3 below) If possible, have the author of the document sign a release for the material to come to SMERC. If there is no individual author, you might request a signature from someone who "controls" it, such as the head of the curriculum committee or the district superintendent.

Send a Disposable Copy: We would prefer to keep the copy you send for our files (in case the microfiche is lost), but we will return if necessary. Please be sure to tell us, when you submit a document, if and to whom the copy should be returned.

Submission to SMERC: Mail the document to the attention of your research analyst.

SMERC's Response: Once we have received the document, we will evaluate it for inclusion in FIDO. (See Section 2 below)

SECTION 2

This section will be returned to you along with either a microfiche copy of your document, or notification of its identification number, whichever you prefer.

When we have finished processing the document (descriptors, abstract, filming) would you like a copy of the microfiche? ____Yes ____No

Would you like to be notified of the Identification Number only? ____Yes ____No

Name & Address _____

_____

_____

SECTION 3

This section will be filmed along with the document.

Title of Document: _____

Author: _____

Institution (if any): _____

AUTHOR RELEASE FOR FIDO DOCUMENTS

I am sending this document to SMERC with the understanding that it will become part of SMERC's data files. I give my permission for this article to be placed on microfiche and, in the future, copied and distributed at SMERC's discretion.

SIGNED: _____ DATE: _____

DIRECTORY OF ERIC CLEARINGHOUSES AND RELATED UNITS

ERIC was established by the U.S. Office of Education (OE) in the mid-1960s when the literature of education was relatively uncontrolled. At that time, research reports submitted to OE by contractors and grantees usually received scattered distributions and soon disappeared. ERIC was designed to correct this situation by providing a more solid base for spreading acceptance and use of worthwhile educational developments. ERIC now operates under the auspices of the National Institute of Education.

Because of the decentralized nature of U.S. education, ERIC designers decided on a network of clearinghouses rather than a single monolithic center in Washington, D.C. These Clearinghouses were based in host organizations (mainly universities and professional associations) which were well established and had good contacts with practitioners and researchers in their respective fields. Contracts developed with these units gave them responsibility for acquiring, critiquing, and selecting all documents in their subject areas, as well as for cataloging, indexing, and abstracting them. This scheme has worked well. Over time, the Clearinghouses appear to have done a better job of ferreting out and processing the current literature of education than would ever have been possible through a single center.

But decentralization alone was not expected to provide all the answers. To develop data base reference resources and related services, and to generate information products needed, the separate Clearinghouses had to be integrated through a central computerized facility capable of serving as a "switching" center for the entire network. This centralized data base enables those who use ERIC to have access to data and products covering the full range of education.

The following directory provides annotations concerning Clearinghouse and service unit titles, addresses, telephone numbers, administrative heads, and functions of national, field, and supportive service units related to the Educational Resources Information Center (ERIC) system as a whole.

Central

ERIC Central (Educational Resources Information Center), National Institute of Education, Office of Dissemination and Resources, Washington, D.C. 20208. (202) 254-5555. Robert Chesley, Chief. Maintains the coordinating staff for the ERIC System; develops policies; monitors budgets; reports on system activities, accomplishments, and needs.

Clearinghouses

Each of the sixteen Clearinghouses specializes in a particular subject area of education, and is responsible for collecting all relevant unpublished, non-copyrighted materials of value in that area. The overviews that follow list subject areas of each Clearinghouse. More detailed descriptions of subject coverage and activities can be obtained from the Clearinghouses themselves.

ERIC Clearinghouse on Adult Career and Vocational Education (CE), Ohio State University, 1960 Kenny Road, Columbus, Ohio 43210. (614) 486-3655. Dr. Marla Peterson, Director. Career Education, formal and informal at all levels, encompassing attitudes, self-knowledge, decision-making skills, general and occupational knowledge, and specific vocational and occupational

skills. Adult and continuing (including non-work) education, formal and informal, including basic and literacy education, correspondence study, and all areas of inservice training, relating to occupational, family, leisure, citizen, organizational, and retirement roles. Vocational and technical education, including new subprofessional fields, occupational psychology, occupational sociology, manpower economics, employment, industrial arts, and vocational rehabilitation (for the handicapped, mentally retarded, prisoners, discharged military, etc.). Local, state, national, and international career education policy.

ERIC Clearinghouse on Counseling and Personnel Services (CG), University of Michigan, School of Education Bldg., Rm. 2108, E. University and S. University Sts., Ann Arbor, Mich. 48104. (313) 764-9492. Garry R. Walz, Director. Counselors and personnel workers, their preparation, practice and supervision at all educational levels and in all settings; the use and results of personnel procedures such as testing, interviewing, group work, and the analysis of the resultant information relating to the individual and his environment; the theoretical development of counseling and guidance; the nature of pupil, student, and adult characteristics; descriptions of educational, occupational, rehabilitation, and community settings; the types of assistance provided by personnel workers in such areas as education and career planning, parent and family consultation, teacher consultation and student activities; problems of aging; dropout identification, prevention, and rehabilitation; counseling with special population groups, e.g., prisoners, women, youth groups, minority groups, pregnant teenagers, alcoholics, and drug abusers; drug education; sex education.

ERIC Clearinghouse on Elementary and Early Childhood Education (PS), University of Illinois, College of Education, Urbana, Illinois 61801. (217) 333-1386. Lilian G. Katz, Director. Prenatal factors; parental behavior; the physical, psychological, social, educational, and cultural development of children from birth through the primary grades; educational theory, research, and practice related to the development of young children, including teacher preparation, educational programs and curricula related community services, groups and institutions, administration, and physical settings as well as theoretical and philosophical issues.

ERIC Clearinghouse on Educational Management (EA), Library (South Wing), University of Oregon, Eugene, Ore. 97403. (503) 686-5043. Philip K. Piele, Director. Administration of education (theory and practice at elementary and secondary level); management, leadership, and structure of public and private educational organization; preservice and inservice preparation of administrators; processes of administration (finance, planning; personnel, law, etc.); educational organizations (methods and variations, change, social context). Educational facilities at all levels (sites, buildings, equipment); planning, financing, constructing, renovating, equipping, maintaining, operating, insuring, utilizing, and evaluating educational facilities; advancing educational programs via facilities and plant; influences of the physical environment on learning.

ERIC Clearinghouse on Handicapped and Gifted Children (EC), CEC Information Center, The Council for Exceptional Children, 1920 Association Dr., Reston, Va. 22091. (703) 620-3660. Donald Erickson, Director. The education of children and youth deemed exceptional: the gifted, the aurally handicapped, visually handicapped, mentally handicapped (retarded), physically handicapped, socially maladjusted, emotionally disturbed, speech impaired, learning and neurologically disabled, homebound and hospitalized, and the multihandicapped; behavioral,

psychomotor, and communication disorders; cognitive functioning and learning problems of exceptional children; administration of special education programs and services; preparation and continuing education, learning and development of the exceptional child; general studies on creativity; statistics and incidence data relating to exceptional children; those with IQ 0-25 and IQ 140 and above.

ERIC Clearinghouse on Higher Education (HE), George Washington University, 1 Dupont Circle, Suite 630, Washington, D.C. 20036. (202) 296-2597. Jonathan D. Fife, Director. All aspects of higher education: student programs, conditions, and problems in colleges and universities; faculty; graduate and professional education; governance and the management of higher educational institutions including application of corporate management techniques (e.g., systems analysis, computer simulation, organization theory); legal issues; financing; planning and evaluation; facilities-structural design, management implication and impact on the education process; curriculum and instructional problems, programs, and development; university extension programs, inter-institutional arrangements and consortiums; related state and federal programs and policies; institutional research and statistics on higher education; higher education as a social institution and its relationship within society; and comparative higher education.

ERIC Clearinghouse on Information Resources (IR), Syracuse University, School of Education, 130 Huntington Hall, Syracuse, New York 13210. (315) 423-3640. Donald P. Ely, Director. Management, standards, operation, and use of libraries and information centers, the technology to improve their operations, and the education, training, and professional activities of librarians and information specialists; information transfer process, including research, application, development, and education. Educational techniques involved in microteaching, systems analysis, games and simulation, and programmed instruction employing audiovisual teaching aids and technology, such as television, radio, computers, and films; technology in society adaptable to education, including cable television, communication satellites, microforms, and public television.

ERIC Clearinghouse on Junior Colleges (JC), University of California (Los Angeles), 96 Powell Library, Los Angeles, Calif. 90024. (213) 825-3931. Arthur M. Cohen, Director. Development, administration, and evaluation of public and private community and junior colleges; junior college students, staff, curricula, programs, libraries, and community services.

ERIC Clearinghouse on Languages and Linguistics (FL), Center for Applied Linguistics, 1611 N. Kent St., Arlington, Va. 22209. (703) 528-4312. A. Hood Roberts, Director. Languages and language sciences; theoretical and applied linguistics; all areas of foreign language and linguistics instruction, pedagogy, and methodology; psychology of language learning; cultural and intercultural context of languages; application of linguistics and bilingualism in language teaching; psycho-linguistics; study abroad and international exchanges; related curriculum developments and problems; teacher training and qualifications specific to the teaching of foreign languages; commonly and uncommonly taught languages including English as a second language for speakers of other languages.

ERIC Clearinghouse on Reading and Communication Skills (CS), National Council of Teachers of English, 1111 Kenyon Rd., Urbana, Ill. 61801. (217) 328-3870. Bernard O'Donnell, Director. All aspects of reading--cognitive, affective, and psychomotor--and professional training, research, methodology, and

organization of reading instruction, including identification and diagnosis of reading ability and reading improvement. Teaching and learning English as a native language both as a symbol system and for speaking, listening, writing and reading literature. Educational journalism including learning and teaching of the creation, analysis, interpretation, and evaluation of journalism in print, electronic media, graphics, advertising, and public relations and training teachers at all levels. Speech sciences, action, theater, oral interpretation, public speaking, rhetoric, and communication theory.

ERIC Clearinghouse on Rural Education and Small Schools (RC), New Mexico State University, Box 3AP, Las Cruces, N.M. 88003. (505) 646-2623. Everett Edington, Director. Education of Indian Americans, Mexican Americans, and Spanish Americans; education of migratory farm workers and their children; the use of outdoor resources for recreation and as a setting for teaching of all disciplines; economic, cultural, and social factors related to educational programs in small schools and rural areas; reports and studies (not subject oriented) on non-metropolitan school systems; disadvantaged segments of rural and small school populations.

ERIC Clearinghouse on Science, Mathematics, and Environmental Education (SE), The Ohio State University, 1800 Cannon Dr., 400 Lincoln Tower, Columbus, Ohio 43210. (616) 422-6717. Robert W. Howe, Director. All levels of science, mathematics, and environmental education (elementary, secondary, higher, and continuing education); development of related curriculum and instructional materials; media; applications to science, mathematics, and environmental education with related methodological studies; impact of interest, intelligence, values, and concept development upon learning related to science, mathematics, and environmental education; related preservice and inservice teacher education and supervision.

ERIC Clearinghouse on Social Studies/Social Science Education (SO), Social Science Education Consortium, Inc., 855 Broadway, Boulder, Colo. 80302. (303) 492-8434. Irving Morrissett, Director. All levels of social studies and social science education; social studies teachers; content of the social science disciplines; applications of learning theory, curriculum theory, child development theory and instructional theory to social science education; research and development projects, programs, and materials in social science education; the contributions of social science disciplines (educational anthropology, economics, history, sociology, and psychology) to knowledge and understanding of the educational process and a successful educational operation; education as a social science; social science education and the community; religious education; the humanities; music education; art education; and comparative education.

ERIC Clearinghouse on Teacher Education (SP), 1 Dupont Circle, Washington, D.C. 20036. (202) 293-7280. Karl Massanari, Director. School personnel at all levels from preschool through university education; encompassing all issues from selection through preservice and inservice preparation and training to retirement; curriculum-oriented research reports; educational theory and philosophy; Title XI NDEA Institutes (not covered by subject specialty in other clearinghouses); general reports on education not specifically covered by Educational Management; health, physical education, and recreation.

ERIC Clearinghouse on Tests, Measurement, and Evaluation (TM), Educational Testing Service (ETS), Rosedale Rd., Princeton, N.J. 08540. (609) 921-9000 x2182.

S. Donald Melville, Director. Tests, scales, inventories, or other measurement devices or instruments, including discussions of such instruments; test development and construction; reviews of tests; measurement and evaluation procedures and techniques; applications and procedures of measurement or evaluation in educational projects of programs.

ERIC Clearinghouse on Urban Education (UD), Teachers College, Box 40, Columbia University, New York, N.Y. 10027. (212) 678-3780. Erwin Flaxman, Director. The relationship between urban life and schooling; the effect of urban experiences and environments from birth onward; the academic, intellectual, and social performance of urban children and youth from grade three through college entrance (including the effect of self concept, motivation, and other affective influences); education of urban, Puerto Rican and Asian American populations, and rural and urban black populations; programs and practices which provide learning experiences designed to meet the special needs of diverse populations served by urban schools and which build upon their unique as well as their common characteristics; structural changes in the classroom, school, school system, and community and innovative instructional practices which directly affect urban children and youth; programs, practices, and materials related to economic and ethnic discrimination, segregation, desegregation, and integration in education; issues, programs, practices, and materials related to redressing the curriculum imbalance in the treatment of ethnic minority groups.

Other ERIC Units

ERIC Document Reproduction Service (EDRS), Computer Microfilm International Corporation (CMIC), 2020 14th St., North, Arlington, Va. 22201. (703) 841-1212. Awarded (1974) the contract to operate microfiche reproduction service for Educational Resources Information Center (ERIC) System. Telephone inquiries also handled at CMIC Customer Service (same telephone number). Address purchase orders to: EDRS, Computer Microfilm International Corporation, P.O. Box 190, Arlington, Va. 22210.

ERIC Processing and Reference Facility, Operations Research, Inc., Information Systems Division, 4833 Rugby Ave., Suite 303, Bethesda, Maryland 20014. (301) 656-9723. W. T. Brandhorst, Director. Patrick Brown, Assistant Director. Receives, edits, and prepares abstracts from various ERIC Clearinghouses to go into Resources in Education, which is printed by the Government Printing Office. Monitors changes and additions to the ERIC Thesaurus. Publishes the ERIC Data Base Users' Interchange which contains information, ideas, papers, and commentaries to regular users of ERIC. Interchange is free and published irregularly.

Oryx Press, 3930 East Camelback Road, Phoenix, Arizona 85018. (602) 956-6233. Phyllis Steckler, President. Publishers of numerous ERIC-related items, including Current Index to Journals in Education (CIJE) and the ERIC Thesaurus.

GLOSSARY

ABSTRACT:
A brief statement about, or description of, the content of a document. ERIC and FIDO documents contain abstracts of a maximum of 200 words to help the client determine whether she/he wants to see the entire document.

ANNOTATION:
An explanatory note regarding the content of a journal article. CIJE articles contain an annotation of a maximum of 50 words to help the client determine whether she/he wants to see the entire journal article.

CIJE (Current Index to Journals in Education):
A monthly catalog of ERIC's index to articles in over 800 education-related journals. From SMERC, these journal articles are sent to the client in photocopy format and are often referred to as EJ's.

CITATIONS:
The number of documents located in a computer search on a specific topic. See also POSTINGS.

CLIENT:
The individual who initiates a request for information (a search request).

COMMUNICATION:
The process of conveying the results of a search request to the client in a style appropriate for her/his use in finding a solution to an educational problem. See also TRANSMITTAL LETTER.

COMPLETE PACKAGE SEARCH:
A search of the literature on a specific educational topic, which generally results in a computer printout, journal articles, and microfiche documents. (Sometimes called an INDEPTH SEARCH.)

COMPUTER PRINTOUT:
A computer-created bibliography of information on a specific topic. The process of creating or "running" a computer printout is "computer searching."

COMPUTER SEARCH:
The interaction between a researcher and a computer to draw out specific information from the computer's records. The researcher types in selected words, phrases, or codes; and individual records in the file which match these codes are retrieved to form a set of citations--a computer printout.

COPYRIGHT:
The exclusive right to publication or production granted by law to an author, artist, etc., or the sale of the rights to a literary, dramatic, or artistic work granted by law to an author, artist, etc. For more information on copyright guidelines for classroom copying, contact SMERC.

CURRICULUM MATERIALS (CM):
A collection of the course outlines and curriculum materials produced by school offices in California.

DATABASE:
A computer-searchable collection of information. For example, Lockheed has over 100 databases mounted on DIALOG, one of which is ERIC.

DESCRIPTORS: (See ERIC Descriptors)

DIALOG:
The computerized information retrieval system operated by Lockheed Information Systems in Palo Alto, California through which SMERC retrieves ERIC and FIDO documents.

ED:
The letter code prefix to documents cited in RIE (Resources in Education). The documents are reproduced in microfiche format (except when unavailable due to copyright restrictions).

EDRS (ERIC Document Reproduction Service):
The organization which reproduces ERIC documents in either microfiche or hardcopy format. The address is: ERIC Document Reproduction Service (EDRS), P.O. Box 190, Arlington, Virginia 22210.

EDUCATION INDEX:
A non-computerized index to over 200 educational journals.

EJ:
The letter code prefix to journal articles cited in CIJE (Current Index to Journals in Education). The journal articles are reproduced in photocopy format.

ERC Library:
SMERC's professional library. Though the books don't circulate outside of San Mateo County, the SMERC researchers often will check the library and suggest that the client might be able to locate a pertinent book locally.

ERIC (Educational Resources Information Center):
A division of NIE (National Institute of Education), ERIC consists of a network of clearinghouses located throughout the country. Documents accessioned through the clearinghouses are cited in monthly catalogs and on magnetic tape for retrieval by computer. ERIC consists of two parts: RIE (Resources in Education), and CIJE (Current Index to Journals in Education).

ERIC Descriptors:
The recognized ERIC vocabulary for the field of education.

ERIC Thesaurus:
Developed for information retrieval purposes, the Thesaurus provides the Descriptors which permit information to be stored by one person and retrieved by another. The Thesaurus lists the ERIC Descriptors which are the entry points into the system.

FIDO (Fugitive Information Data Organizer):
SMERC's collection of fugitive documents which are of interest to SMERC clients, and which are not indexed in any other known collection.

FUGITIVE DOCUMENTS:
Documents not commercially published, or available from any other known source.

FULL TEXT:
To "full text" a word or phrase via computer is to locate the occurence of that word or phrase anywhere in the title, descriptors, abstract, etc. of a document.

HARDCOPY (HC):
A full-sized paper copy of a document whose usual format is microfiche. Hardcopy is usually produced by photographing each page from the microfiche by means of a reader/printer, but the term "hardcopy" can also be used to refer to any printed or paper copy of a document. Hardcopy of ERIC documents is available from EDRS.

IDENTIFIERS:
The names of very specific phenomena, such as organizations, geographic locations, tests and testing programs, legislation, etc. which are important.

INDEPTH SEARCH: (See Complete Package Search)

LEARNING CENTERS (SC)
A collection of packets giving practical information to K-8 classroom teachers on setting up classroom "learning centers" in all curriculum areas. These are now included in SMERC's FIDO collection and are available in microfiche format only.

LINKING AGENT:
The link, or interface, between information and a client. A skilled linking agent is adept in negotiations, retrieval, transformation, and communication.

LINKING AGENT ROLE:
To receive, process, and fill client requests for information needed to resolve specific curricular, instructional, and administrative problems, and to "market" SMERC services in their agency.

MICROFICHE (MF)
A 4" x 6" card of film on which 60 to 98 pages of text have been photographed in reduced form. A microfiche reader is necessary to read this material. A microfiche reader/printer may be used to read the microfiche and/or convert it to full-sized hardcopy.

NEGOTIATION: (See Search Clarification)

NEWS NOTES:
Published by SMERC several times a year, these provide a few pertinent references to multiple topics of interest to educators.

PHOTOCOPY (PC)
A "xerox" copy of a journal article or similar document.

POD:
A SMERC work unit consisting of a Research Analyst and several Research Assistants.

POINT-TO-POINT:
A method of transmitting information (generally search requests) to SMERC via a telephone and communicating typewriter.

POSTINGS:
The number of documents located in a computer search on a specific topic. See also CITATIONS.

QUICK IDENTIFICATION SEARCH:
A request from a client in which the client has identified her/his own documents by number or citation and simply wants these documents reproduced by SMERC and returned.

RENEGOTIATION:
Re-clarifying a search request. A SMERC researcher may renegotiate with a client prior to starting research on a question which is not clear, or a client may renegotiate a search request with her/his linking agent if the search package received from SMERC seems less than satisfactory, or does not seem to be on target.

REPRINT UMI:
Indicates that the journal article carrying this notation is available from University Microfilms International, a commercial journal reprint service. UMI Article Reprint Department; 300 North Zeeb Road, Ann Arbor, Michigan 48106.

RESEARCH ANALYST:
A member of the SMERC research staff who supervises a POD, directs the search activity of RESEARCH ASSISTANTS, and also does research.

RESEARCH ASSISTANT:
A member of the SMERC research staff who operates in a POD, under the direction of a RESEARCH ANALYST. When a search request arrives at SMERC, one research analyst or research assistant carries out the entire search process--running the computer search and checking for other materials in printed catalogs, and preparing the search package. The researcher's name appears at the bottom of the transmittal letter.

RESOURCE GUIDES:
Bibliographies on topics of current interest, produced periodically by SMERC.

RETRIEVAL:
The process of identifying, locating, and securing information pertinent to a client request.

RIE (Resources in Education):
A monthly catalog of ERIC's index to research literature. Documents cited in RIE are sent to the client in microfiche format, and are often referred to as ED's.

SEARCH CLARIFICATION (Negotiation):
The process of identifying, analyzing, and defining specifically the problem and attendant information need(s) of the client.

SEARCH HISTORY:
The first page of a computer printout, listing the steps and terms used in the computer search process.

SEARCH REQUEST:

A statement of client information needs, usually written out on a SMERC search form. It presents client needs in a clear way and is used by the SMERC research staff to guide the search process.

SMERC (San Mateo Educational Resources Center):

An information center designed to answer the information needs of its clients. 333 Main Street, Redwood City, California 94063. (415) 364-5600 x 4403.

TRANSFORMATION:

The process of selecting, analyzing, and organizing the results of a search in a form appropriate for delivery to the client. This step also includes the reproduction of the materials which will be sent to the client.

TRANSMITTAL LETTER:

The letter accompanying a search package in which problems or points of interest in the search package are identified.

UNIPACS (JN):

A collection of individualized, specific lessons for student use, containing a pre- and post-test, objectives and alternative learning strategies. The collection covers all curriculum areas and is intended for grades K-12. These are now included in SMERC's FIDO collection, and are available in microfiche format only.

MICROFICHE READERS & PRINTERS

Applied Microfilm Systems 2175 De La Cruz Blvd. Santa Clara, CA 95050 (408) 249-1364	Canon	150 portable	$ 125.00
	Keyar	K-71	189.00
	Micro Design	910	210.00
	Micro Design	920	210.00
	Informant II	Portable (case)	229.00
	Reader Printer	RP550	1,345.00
Bay Microfilm, Inc. 737 Loma Verde Ave. Palo Alto, CA 94303 (415) 494-1812	Micron	750	199.00
		775	219.00
		780	237.00
	Micro Design	910	210.00
	Reader Printer	RP550	1,295.00
Bell and Howell 819 Cowan Rd. Burlingame, CA 94010 (415) 692-4550		SR 4	274.00
		SR 7	210.00
		SR 8	210.00
	Commuter Reader	w/attache case	259.00
	Reader Printer	ABR 620	2,450.00
	Reader Printer	Space Master 550	1,250.00
Eastman Kodak Co. 3250 Van Ness Ave. San Francisco, CA 94119 (415) 776-6055		Trimlite F	294.00
		w/printer module	1,294.00
	Reader Printer	Starfiche	2,800.00
NCR - National Cash Register 9 Peter York Way San Francisco, CA 94109 (415) 885-3500		456-200 24x	275.00
		456-113 (hand viewer)	39.75
Office Systems International 1700 Montgomery San Francisco, CA (415) 397-6767	Canon	360T	278.00
		Portable (case)	140.00
	Reader Printer		2,074.00
3-M Company 620 Folsom St. San Francisco, CA 94107 (415) 991-5000		Consultant 114	286.00
		110	200.00
		112	210.00
	Reader Printer	800	1,369.00
		500 F	1,406.00

(This list in no way indicates approval or sponsorship by the San Mateo County Schools office)

HOW TO ORDER
RESOURCES IN EDUCATION

Purchase from: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Title		GPO Price
Resources in Education Monthly Abstract Journal	Yearly Subscription (12 issues)	
	Domestic	$42.70
	Foreign	$53.40
	Single Issues	
	Domestic	$3.60
	Foreign	$4.50
Resources in Education Semiannual Indexes (Subject, Author, Institution)	Yearly Subscription (2 volumes)	
	Domestic	$18.00
	Foreign	$22.50
	Single Issues	
	Domestic	$9.00
	Foreign	$11.25

HOW TO ORDER

ERIC THESAURUS
CURRENT INDEX TO JOURNALS IN EDUCATION

A B C D E F G H I

ORYX PRESS 3930 East Camelback Road
Phoenix, Arizona 85018 • 602/956-6233

Please enter my order for the following CIJE Services:

	U.S.	Foreign
CIJE Monthly Issues, March 1979-December 1979	☐ $66.70	☐ $70.90
CIJE Monthly Issues with 1979 Semiannual Cumulations	☐ 136.70	☐ 145.90
CIJE Semiannual Cumulations (two volumes per year)	☐ 80.00	☐ 85.00
Thesaurus of ERIC Descriptors, 8th Edition	☐ 13.20	☐ 14.40
ERIC RIE Educational Documents Abstracts and Index (two volumes)	☐ 80.00	☐ 85.00
If ordered separately	☐ 47.50	☐ 50.00

☐ Check enclosed ☐ Please bill me. TOTAL ORDER $ _____

Purchase Order Number _____ Date _____

Name _____ Title _____

Company or Library _____

Address _____

City _____ State _____ Zip _____ Country _____

☐ New CIJE Subscriber ☐ Presently a CIJE Subscriber

ERIC

OPERATED BY:

DOCUMENT REPRODUCTION SERVICE

P.O. Box 190 ARLINGTON, VIRGINIA 22210 • (703) 841-1212

COMPUTER MICROFILM INTERNATIONAL, CORP.

ORDER FORM

IMPORTANT INSTRUCTIONS

- **ORDER BY ED NO.** (6 digits) See Resources in Education (RIE)
- **SPECIFY EITHER:** Microfiche (MF) or Paper Copy (HC)
- **ENTER UNIT PRICE** (See Below)
- **INCLUDE POSTAGE**
  *Note charge to expedite delivery within the United States only (see below)
- **ENCLOSE CHECK OR MONEY ORDER**
  Payable to EDRS or Computer Microfilm International Corp. (U.S. funds payable through a U.S. bank or clearinghouse)
- **OR ENCLOSE AUTHORIZED ORIGINAL PURCHASE ORDER**
- **COMPLETE AND SIGN BELOW**

SHIP TO: _____

SOLD TO: _____

Date _____

Signature _____

Title _____

ED NUMBER	NO. OF PAGES	NO. OF COPIES MF	NO. OF COPIES HC	UNIT PRICE	TOTAL
TOTAL NO. OF PAGES				SUBTOTAL	
TAX EXEMPT NO. _____		VA RESIDENTS ADD 4% SALES TAX			
		POSTAGE			
DEPOSIT ACCT. NO. _____		TOTAL			

UNIT PRICE SCHEDULE

MICROFICHE (MF)

NUMBER FICHE EACH ED #	Price
1 to 5 (up to 480 pages)	$ .83
6 (481-576 pages)	1.00
7 (577-672 pages)	1.16
8 (673-768 pages)	1.33
Each additional microfiche (additional 96 pages)	.167

PAPER COPY (HC)

NUMBER PAGES EACH ED #	Price
1 to 25	$1.67
26 to 50	2.06
51 to 75	3.50
76 to 100	4.67
Each additional 25 pages	1.34

CHART FOR DETERMINING UNITED STATES POSTAGE

1st CLASS POSTAGE FOR		4TH CLASS POSTAGE FOR TOTAL MF OR HC PAGES INDICATED (Allow 3-4 weeks delivery time from date of order) 5/78							
1-3 Microfiche Only	4-7 Microfiche Only	1 lb. 75 or fewer MF or HC Pages	2 lbs. 76-150 MF or HC Pages	3 lbs. 151-225 MF or HC Pages	4 lbs. 226-300 MF or HC Pages	5 lbs. 301-375 MF or HC Pages	6 lbs. 376-450 MF or HC Pages	7 lbs. 451-525 MF or HC Pages	8 lbs. Each Additional 75 MF or HC Pages
.15	.28	.36	.50	.64	.78	.92	1.06	1.20	.10

*Expedited delivery is available by requesting UPS delivery and including payment. Charges vary depending upon total weight of order and final destination. The chart below gives maximum charges for this service from Arlington, Virginia. It will be the customers' responsibility to calculate the correct amount, *or* to send in the maximum amount. Overpayments will be refunded upon request.

* CHART FOR DETERMINING UPS CHARGES

1 lb. 75 or Fewer MF or HC Pages	2 lbs. 76-150 MF or HC Pages	3 lbs. 151-225 MF or HC Pages	4 lbs. 226-300 MF or HC Pages	5 lbs. 301-375 MF or HC Pages	6 lbs. 376-450 MF or HC Pages	7 lbs. 451-525 MF or HC Pages	8+ lbs. Each Additional 75 MF or HC* Pages
Not to Exceed $0.99	Not to Exceed $1.27	Not to Exceed $1.55	Not to Exceed $1.84	Not to Exceed $2.12	Not to Exceed $2.40	Not to Exceed $2.69	Cost may range from $2.97 to $14.85

GENERAL INFORMATION

1. PRICE LIST
The prices set forth herein may be changed without notice; however, any price change will be subject to the approval of the National Institute of Education Contracting Officer.

2. PAYMENT
The prices set forth herein do not include any sales, use, excise, or similar taxes which may apply to the sale of microfiche or hard copy to the Customer. The cost of such taxes, if any, shall be borne by the Customer.

Payment shall be made net thirty (30) days from date of invoice. Payment shall be without expense to CMIC.

3. REPRODUCTION
Express permission to reproduce a copyrighted document provided hereunder must be obtained in writing from the copyright holder noted on the title page of such copyrighted document.

4. CONTINGENCIES
CMIC shall not be liable to Customer or any other person for any failure or delay in the performance of any obligation if such failure of delay (a) is due to events beyond the control of CMIC incuding, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of the public enemy, strikes, lockouts, labor disputes, labor shortage, work stoppages, transportation embargoes or delays, failure or shortage of materials, supplies or machinery, acts of God, or acts or regulations or priorities of the federal, state, or local governments; (b) is due to failures of performance of subcontractors beyond CMIC's control and without negligence on the part of CMIC; or (c) is due to erroneous or incomplete information furnished by Customer.

5. LIABILITY
CMIC's liability, if any, arising hereunder shall not exceed restitution of charges.

In no event shall CMIC be liable for special, consequential, or liquidated damages arising from the provision of services hereunder.

6. WARRANTY
CMIC MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

7. QUALITY
CMIC will replace products returned because of reproduction defects or incompleteness. The quality of the input document is not the responsibility of CMIC. Best available copy will be supplied.

8. CHANGES
No waiver, alteration, or modification of any of the provisions hereof shall be binding unless in writing and signed by an officer of CMIC.

9. DEFAULT AND WAIVER
a. If Customer fails with respect to this or any other agreement with CMIC to pay any invoice when due or to accept any shipment as ordered, CMIC may without prejudice to other remedies defer any further shipments until the default is corrected, or cancel this Purchase Order.
b. No course of conduct nor any delay of CMIC in exercising any right hereunder shall waive any rights of CMIC or modify this Agreement.

10. GOVERNING LAW
This Agreement shall be construed to be between merchants. Any question concerning its validity, construction, or performance shall be governed by the laws of the State of New York.

11. DEPOSIT ACCOUNTS
Customers who have a continuing need for ERIC documents may open a Deposit account by depositing a minimum of $200.00. Once a deposit account is opened, ERIC documents will be sent upon request, and the account charged for the actual cost and postage. A monthly statement of the account will be furnished.

12. STANDING ORDER ACCOUNTS
Customers who desire to receive microfiche copies of all ERIC reports announced in each issue of Resources in Education may do so by depositing $2000.00 or submitting an executed purchase order. The cost of each issue and postage will be charged against the account. A monthly statement of the account will be furnished.

13. PAPER COPY (HC)
A paper copy (HC) is xerographic reproduction, on paper, of the original document. Each paper copy has a Vellum Bristol cover to identify and protect the document.

14. FOREIGN POSTAGE
Postage for all countries other than the United States is based on the international Postal Rates in effect at the time the order is shipped. To determine postage allow 75 microfiche or 75 (HC) pages per pound. Customers must specify the exact classification of mail desired, and include the postage for that classification with their order. Payment must be in United States funds.

OTHER ERIC COLLECTIONS AVAILABLE FROM EDRS

STANDING ORDERS

Subscription orders of microfiche copies of all ERIC reports announced in each issue of **Resources In Education** average $160.00 per month at the rate of 8.7¢ per microfiche.

BACK COLLECTIONS (Postage extra)

Reports in *Research in Education for* 1966 and 1967	$ 385.00
Reports in *Research in Education for* 1968	1,159.36
Reports in *Research in Education for* 1969	1,382.21
Reports in *Research in Education for* 1970	1,408.36
Reports in *Research in Education for* 1971	1,643.69
Reports in *Research in Education for* 1972	1,701.28
Reports in *Research in Education for* 1973	1,481.70
Reports in *Research in Education for* 1974	1,548.60
Reports in *Resources in Education for* 1975	1,734.61
Reports in *Resources in Education for* 1976	1,817.52
Reports in *Resources in Education* for 1977 (estimated)	1,800.00

AIM/ARM MICROFICHE COLLECTIONS (postage extra) $0.158/fiche

CLEARINGHOUSE MICROFICHE COLLECTIONS (postage extra) $0.162/fiche

SPECIAL COLLECTIONS (postage extra)

Office of Education Research Reports 1956-65	$ 404.43
Pacesetters in Innovation, Fiscal Year 1966	144.57
Pacesetters in Innovation, Fiscal Year 1967	175.31
Pacesetters in Innovation, Fiscal Year 1968	112.12
Selected Documents on the Disadvantaged	334.28
Selected Documents in Higher Education	153.48
Manpower Research: Inventory for Fiscal Year 1966 and 1967	79.67
Manpower Research: Inventory for Fiscal Year 1968	44.41
Manpower Research: Inventory for Fiscal Year 1969	57.71

SMERC FORMS

SAN MATEO COUNTY

SEARCH REQUEST FORM

San Mateo County Office of Education
EDUCATIONAL RESOURCES CENTER
333 Main Street, Redwood City, CA 94063 (415) 364-5600

DATE _____

HOLD ☐
CALL ☐

NEED _____

NAME _____ _____ OF _____

FROM LIBRARY ☐

AFFILIATION _____ PHONE _____

ADDRESS _____ PICKUP ____ AV ____ U.S. MAIL ____

(City) (State) (Zip)

For ERC Use Only

TYPE OF SEARCH REQUESTED: ☐ Quick Identification (Document Reproduction Only)
☐ Computer Printout Only ☐ Complete Package Search

Concise Statement of Problem: _____

How Material is to be Used (to Assist in Search): _____

GRADE LEVEL RESTRICTIONS: _____

SAMPLE

ERIC (ED)		FIDO (ID) and Other Special Collections	
CIJE Source (EJ #'s)	In order to expedite your EJ requests, please include the name of the journal, year, month, and pages needed. For example: Instructor 1/76 p28-30		Descriptors (Optional)

Postings and/or Comments: _____

Completed _____ HC 36 PC _____ MF _____

SAMPLE EDUCATIONAL DOCUMENT (ED)
CITATION*

ERIC Accession Number--identification number sequentially assigned to documents as they are processed.

Descriptive Note (pagination first)

Clearinghouse Accession Number

Title

Organization where document originated

Date Published

ED144246 EA009960
Alternative Disciplinary Programs and Practices in Pennsylvania Schools. An Addendum to the Guidelines for School Discipline.
Pennsylvania State Dept. of Education, Harrisburg. Bureau of Instructional Support Services.
Apr 77 70p.; Prepared by the Division of Pupil Personnel Services; For a related document, see EA 009 961
EDRS Price MF-$0.83 HC-$3.50 Plus Postage.

ERIC DOCUMENT REPRODUCTION SERVICE (EDRS availability: "MF" means microfiche; "HC" means hardcopy, i.e., reproduced paper copy.

When described as "DOCUMENT NOT AVAILABLE FROM EDRS" alternate sources are cited above.

For latest price schedule, see section in this handbook on "How to order ERIC Documents."

Abstract

Abstractor's Initials

This document summarizes what disciplinary approaches other than detention, suspension, expulsion, and corporal punishment are being used in the schools of Pennsylvania. This information was obtained in a survey of selected Pennsylvania school districts. The disciplinary approaches fall into two main categories: (1) disciplinary techniques, which are single, specific activities, and (2) alternative programs, which attempt to attack the whole problem from many directions. The major disciplinary techniques listed in the survey questionnaires were punishment (including withholding privileges, isolation, and use of demerit systems), parental involvement (including home visitations, conferences with teachers, and reporting students' misconduct), individualization (including counseling and referral), adjustment of educational offerings (including schedule changes, tutoring, and special assignments), and behavior modification (including behavioral contracts and reward systems). Alternative discipline programs are varied, ranging from simple inschool suspension classes to fully developed alternative schools where students may enroll for one or more years. Summaries of alternative discipline practices in 20 Pennsylvania school districts are included. (Author/DS)

Descriptors: Behavior Change/ *Board of Education Policy/ *Discipline/ *Discipline Policy/ Discipline Problems/ Educational Alternatives/ Elementary Secondary Education/ Individualized Programs/ Parent Participation/ Punishment/ *School Districts/ State Surveys/ *Students

Identifiers: *Alternatives to Suspension/ *Pennsylvania

Descriptors: Subject terms which characterize substantive contents. Only the major terms (preceded by an asterisk) are printed in the subject index of RIE.

Identifiers: Additional identifying terms not found in the Thesaurus of ERIC Descriptors. Only the major Identifiers (preceded by an asterisk) are printed in RIE.

When a # follows the ED number, it means that the document is copyrighted, and unavailable except from the source listed in the "available from" field.

Indicates Document is not available from EDRS

ED150750# EA010391
Classroom Discipline for Effective Teaching and Learning.
Tanner, Laurel N.
78 214p.
Available from: Holt, Rinehart and Winston, 383 Madison Avenue, New York, New York 10017 ($4.95)
Document Not Available from EDRS.
Descriptors: *Classroom Environment/ Curriculum/ Developmental Stages/ *Discipline/ Discipline Problems/ *Effective Teaching/ Elementary Secondary Education/ Socialization/ Student Behavior/ *Student Development/ *Students/ *Teachers

*EDUCATIONAL DOCUMENTS (ED) are reproduced in microfiche format

SAMPLE JOURNAL CITATION*

EJ Accession Number

Clearinghouse Accession Number

Title

Journal Title; Volume and Issue Number; Publication Date; Pagination

Reprint Availability: "See p. vii." refers to a page of CIJE introductory matter. Soon this will no longer appear in CIJE citations. This notation, however, means that the article is available from University Microfilms International (UMI).

EJ173617 EA509534
The Hard Rules for Enforcing Discipline in [illegible] Schools
American School Board Journal, 165, 3, 29-32,63 Mar 78
Reprint Available (See p. vii): UMI
Presents tough-minded advice on how school leaders can maintain discipline while minimizing the possibility that they'll trample student rights or lose their shirts in court. Such areas as search and seizure, dress codes, and due process are covered. (Author/IRT)
Descriptors: *Student Rights/ *Discipline/ *Guidelines/ Administrative Personnel/ Boards of Education/ Elementary Secondary Education/ Court Litigation/ Discipline Policy/ Due Process

Annotation

Annotator's Initials

Descriptors (Subject terms which characterize substantive contents. Only the major terms, preceded by an asterisk, are printed in the subject index.)

*Journal articles are reproduced in photocopy format

san mateo
educational resources center
san mateo county office of education

Request Received:
Mailed:

Enclosed is the material you requested from SMERC. IT IS YOURS TO KEEP.

Topic of Search:

- [ ] Microfiche and/or photocopy enclosed.
- [ ] Computer printout enclosed. Ordering instructions included.
- [ ] Abstract(s) enclosed. Entire document in MICROFICHE format available from SMERC on request.
- [ ] Abstract(s) enclosed. Document(s) not available from SMERC. Ordering source indicated.
- [ ] Document(s) not available.
- [ ] See NOTE below for further explanation.

Some of the material in this package may be copyrighted. It is our understanding that it is for your personal information needs and will not be reproduced for distribution. If we may be of further assistance, please contact your linking agent.

Search completed by:

---

333 MAIN STREET · REDWOOD CITY, CA 94063 · (415) 364-5600

RECORDKEEPING

Each of SMERC's linking agents develops a unique method for keeping track of search requests. SMERC also "logs in" the searches as they are processed. The following example of a "log in" sheet may serve as a guide.

SMERC SEARCH REQUEST LOG

Search No.	Date	Requester/School	Code*	Topic	Date to SMERC	Date Returned
1	2/6/79	Jones/Oak Elem.	S	Teacher Evaluation	2/7/79	2/17/79
2	2/6/79	Alexander/Co. Office	DO		2/7/79	2/10/79

*S = Search
DO = Document Order

In addition to the "log in" record, many linking agents keep a photocopy of the actual search form. When the completed search is received from SMERC, the materials in the package are recorded on the search form. This enables the linking agent to obtain documents very quickly for a client with a similar request.

SMERC
san mateo
educational resources center
san mateo county office of education

NAME: _____ #_____ DATE: _____

SUBJECT: _____

SMERC has been unable to assist you with your request for the following reason(s):

____ Your search request is outside of the scope of our resources which focus on educational processes and issues.

____ Cost information for buildings, furniture, personnel, programs, etc. are changing constantly with inflation, and have always varied widely from place to place.

____ Funding information: where to get money for specific programs. Regulations and legislation change almost daily, and SMERC has no mandate to keep up with this information. May we suggest you speak with your district funding consultant.

____ Occupational placement: the employment outlook for teachers and administrators in specific fields and localities. SMERC has no access to this information, and no means to compile it. Please consult your local college placement office.

____ Lists of schools in California, or elsewhere, that are offering or implementing specific programs. SMERC provides information on model programs only and has no comprehensive information on which schools or districts in a given area actually put the model into operation. The State Department of Education may advise you further.

____ Document search: the result of a computer search did not contain the requested document(s).

____ Author search: the result of a computer search did not contain document citations with this name.
____ Please resubmit search with full name.

____ Acronym: the result of a computer search did not contain document citations with this acronym.
____ Please resubmit search with full name.

____ Textbook information: information on the instructional approach or contents of a specific commercial series is best obtained from the publisher.

____ Tests: SMERC usually cannot provide you with copies of tests, most of which are copyrighted and available commercially.
____ No reviews are available in SMERC resources of the requested commercial tests.

____ Library search: a computer search has determined that information pertaining to your request cannot be answered through our usual search processes. It appears as though you may be more thoroughly assisted through books and other materials available in libraries.

____ Legal information: SMERC resources do not include comprehensive and current legal information. Please seek advice from your local legal counsel.

____ Statement is ambiguous. ____ Statement is too broad. ____ Statement is too narrow.

____ HOW SMERC CAN HELP YOU:
____ Please renegotiate this request with your linking agent.

____ REFERRAL(S):
____ Library (Hopefully you will be able to consult with your local librarian.)
____ Other:

COMMENTS:

11

RESEARCHER: _____

333 MAIN STREET · REDWOOD CITY, CA 94063 · (415) 364-5600

HOW MANY MICROFICHE PER TITLE?

As a single document may consist of more than one microfiche card depending on the number of pages involved, you may find it necessary to use the tables below to compute the cost of your order.

As an example, an ERIC document with an ED number over 65 735 and 200 pages in length would consist of 2 microfiche. However, a SMERC document of the same length would consist of 4 microfiche.

ERIC documents (ED Numbered Microfiche)

ERIC changed its microfiche format a few years ago, so two tables are required, based on the size of the number.

ED 000 000 - ED 065 734

1 - 57	pages	= 1	microfiche
58 - 127	"	= 2	"
128 - 197	"	= 3	"
198 - 267	"	= 4	"
268 - 337	"	= 5	"
338 - 407	"	= 6	"
408 - 477	"	= 7	"
478 - 547	"	= 8	"
548 - 617	"	= 9	"
618 - 677	"	= 10	"

ED 065 735 and Above

1 - 106	pages	= 1	microfiche
107 - 212	"	= 2	"
213 - 318	"	= 3	"
319 - 424	"	= 4	"
425 - 530	"	= 5	"
531 - 636	"	= 6	"
637 - 742	"	= 7	"
743 - 848	"	= 8	"
849 - 954	"	= 9	"
955 - 1060	"	= 10	"

SMERC Documents (ID, CM, PR, CE, MG, UN, SC Numbered Microfiche)

All microfiche manufactured at SMERC come in the same format. (You will notice that a SMERC microfiche card holds only about half as many pages as an ERIC card.)

1 - 5	pages	=	paper copy only
6 - 46	"	= 1	microfiche
47 - 106	"	= 2	"
107 - 166	"	= 3	"
167 - 226	"	= 4	"
227 - 286	"	= 5	"
287 - 346	pages	= 6	microfiche
347 - 406	"	= 7	"
407 - 466	"	= 8	"
467 - 526	"	= 9	"
527 - 586	"	= 10	"

* * * * * * * * *

The enclosed Computer Printout may contain some abstracts which are not relevant to your request. Computer searching is a rapid and efficient way of searching the literature, but precision is not guaranteed because the computer recognizes words, not context. We hope you will ignore those stray, irrelevant abstracts.